

# Guidelines for Out of State Fire Assignments

## In preparation for an assignment

- ❖ It is mandatory that the engine is inventoried and the manifest is current.
- ❖ Other forms that must be in the engines are:
  - Employers First Report of Injury or Illness
  - Authorization to Release Medical Information
  - Doctor Visit/Modified Work Assignment
  - Worker's Comp Claims Explanation
  - Modified Work Assignment
  - Notice of Accident
  - Automobile Loss Notice
  - A Daily Engine Inspection Checklist
  - A Division Contact List
- ❖ ADs have submitted the appropriate AD hire paperwork, the information is in SHARE and the AD has currently and successfully completed a defensive driving course.
- ❖ All personnel that might drive a vehicle out of state are on the state driving authorization letter.
- ❖ RMP resources have submitted the bi-annual required agreement rate sheet.
- ❖ Employees must get supervisor's approval before changing availability status in ROSS.
- ❖ Unit Leaders must provide a list of their employees' ROSS status to the State FMO and provide updates anytime there are changes in availability.

## Once a request has been received for an assignment

### Full Time Forestry Employee:

- ❖ Your supervisor must approve the assignment. Make sure all duties and meetings scheduled for the time period you are gone are covered or rescheduled.
- ❖ The Division Director, Deputy Division Director, or Resource Protection Bureau Chief must approve the assignment prior to the employee accepting the assignment and making any travel arrangements.
- ❖ An Out of State travel request must be submitted to Santa Fe fire staff.
  - Travel request should include 14 days of assignment and 2 days of travel.

- Make sure the information on the form is accurate. A revision must be made to the original travel request under the following situations:
  - The trip will extend beyond the travel dates
  - The amount on the travel request is exceeded
  - The traveler leaves the general area for which the travel request was granted.
- Travel costs are only reimbursed on actuals (receipts are required).
- ❖ Obtain a resource order for the assignment and submit a copy to Santa Fe fire staff with the travel request. If you are reassigned to a new fire with a new charge code during the assignment, obtain a copy of the resource order(s) and send to Santa Fe as soon as possible. (You should have a resource order for each fire on your time sheet.)
- ❖ If a state vehicle is going to be driven out of state a valid out of state driving authorization letter must be in the vehicle for the duration of the assignment. All personnel who might potentially drive the vehicle during the assignment must be on the authorization letter.
- ❖ All personnel who might potentially drive a vehicle must have a current defensive driving card with them per agency policy OFS-117. This includes rentals and other agency vehicles.
- ❖ Provide the Home Dispatch Center and the Santa Fe office with a driving itinerary prior to leaving on the assignment.
- ❖ Santa Fe fire staff will assign a 9 number to the fire. If you are reassigned to a new fire with a new charge code during the assignment, call the Santa Fe fire staff so a new 9 number can be issued. This 9 number and the employee request number (O-##, E-## or C-##) is needed for your SHARE timesheet.

**AD personnel: Follow everything for a full time employee plus:**

- ❖ Must be in the SHARE system.
- ❖ Must meet NWCG guidelines for training and fitness and adhere to the AD guidelines.
- ❖ District will provide AD with copies of the following division policies: OFS-116, OFS-117, OFS-114 and OFS-133 as well as Interagency Incident Business Management Handbook Chapter 10 Section 12.7.

**Agency Equipment:**

- ❖ At least two people on the engine must be on the out of state driving authorization letter.
- ❖ All personnel who might potentially drive a vehicle must have a current defensive driving card with them per agency policy OFS-117.

- ❖ At least one full time forestry employee will be on the engine especially if the vehicle is not part of a strike team and is traveling alone.
- ❖ At least one person on the engine must be a fully qualified engine boss.
- ❖ A current manifest must be in the engine.
- ❖ An agency person will be the chief of party if more than one vehicle is traveling to same place.
- ❖ If the host agency asks the resource to extend the assignment, the resource must first get verbal approval from the Santa Fe office. Then the length of assignment extension form must be filled out by the host unit and sent through the dispatch offices to the home unit for signature.

### **RMP resources:**

- ❖ Division Director, Deputy Division Director, or Resource Protection Bureau Chief must approve the assignment prior to accepting the assignment and making any travel arrangements.
- ❖ Santa Fe fire staff will assign a 9 number to the fire. If the resource(s) reassigned to a new fire with a new charge code during the assignment, call the Santa Fe fire staff so a new 9 number can be issued. If the resource(s) are reassigned to a new fire during the assignment, obtain the resource order(s) for the new fire and send to Santa Fe as soon as possible. (You should have a resource order for each fire on your time sheet.)
- ❖ RMP resources should be prepared for 14 day assignments not including travel.
- ❖ A chief of party must be designated when more than one resource is traveling to a fire. The District office and Santa Fe fire staff will be advised of who that person is and given contact information.
- ❖ District will provide resources with copies of the following policies: OFS-116, OFS-117, OFS-114 and OFS-133 as well as IBMH Chapter 10 Section 10.7.

### **During the assignment**

- ❖ All personnel (Full-time, AD and RMP) will follow the work rest guidelines in the Interagency Incident Business Management Handbook (Chapter 10, Section 12.7).
- ❖ All personnel will follow the driving regulations found in the Interagency Incident Business Management Handbook (Chapter 10, Section 12.7-1a).
- ❖ Ensure that time sheets are correct and submitted to the District or Santa Fe prior to the end of the pay period. (Generally on Thursday)

- ❖ Inform the District or Santa Fe of any damages to equipment. Ensure that proper paperwork related to the damages is filled out and filed. Obtain an S# from the incident or dispatch office if the damages were caused by the fire.
- ❖ Inform the District or Santa Fe of any injury. Ensure that the proper paperwork related to the injury is filled out and filed.
- ❖ Obtain an S# for any non-personal items damaged or lost during the fire. Items must have been damaged by the fire.
- ❖ Performance evaluations should be completed at the end of the assignment
- ❖ All personnel will follow EMNRD Policy and Procedure OFS-114. Employees, who sell, distribute, and dispense, possess, purchase, use, or consume alcohol or controlled substances in the workplace shall be subject to disciplinary action including dismissal. Remember, you are representing the Forestry Division and New Mexico.
- ❖ All personnel will follow the Governors Code of Conduct OFS-116 that can be found on the department intranet. RMP resources may have additional municipal or county policies that they are required to follow. While on a state assignment the Code of Conduct will be followed on and off duty.
- ❖ All personnel will follow EMNRD Policy and Procedure OFS-133, regarding cell phone usage. Employees shall use EMNRD owned or leased cellular, satellite or other mobile phones for state business related calls. Employees shall not use EMNRD owned or leased cellular, satellite, or other mobile phones for calls not related to state business unless the plan contains unlimited minutes, the call uses those unlimited minutes, and incurs no roaming or other charges.
- ❖ If disciplinary action is needed during the assignment the New Mexico State Fire Management Officer will be notified of the situation immediately.
- ❖ Personnel on per diem must keep all receipts for lodging and meals and turn them in at the end of the assignment. Meal allowance is \$45 per day.
- ❖ Follow proper demobilization procedures when leaving the assignment. If driving make sure the demob unit or the local dispatch office has the driving itinerary.

### **Return from the assignment**

- ❖ All time sheets must be turned in to the district office or Santa Fe.
- ❖ Per Diem must be turned in to the District Office or Santa Fe.
  - Actuals only, receipts must be provided.
- ❖ Rehab all equipment.
- ❖ Inform the district of any items that need to be fixed or replaced.

- ❖ Performance evaluations should be turned in to the District or Santa Fe.
- ❖ RMP invoices must include personnel and equipment time sheets with original signatures.